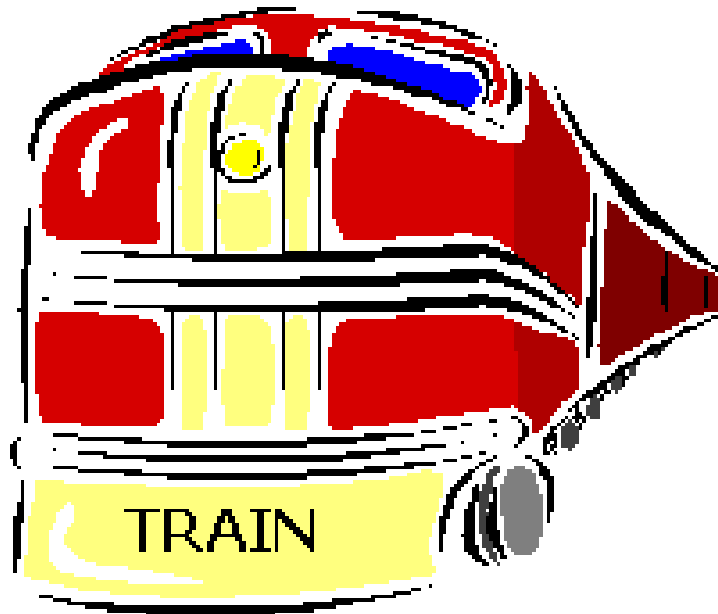




# **WISCONSIN TIME SYSTEM**

**Training Materials**

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**Training Resources Available on the Internet**

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## **What is TRAIN?**

**TRAIN - Training Resources Available Internet** is the Department of Justice initiative that makes TIME System training available online. TRAIN was developed to help agencies meet the federally mandated training for TIME System access. TRAIN allows agency staff to obtain initial TIME certification via the Internet and allows personnel to re-certify at any location with Internet access. TRAIN also makes individual training records available online for each agency to access as needed. We encourage agencies to utilize the various functions of TRAIN that meet their needs to the fullest extent.

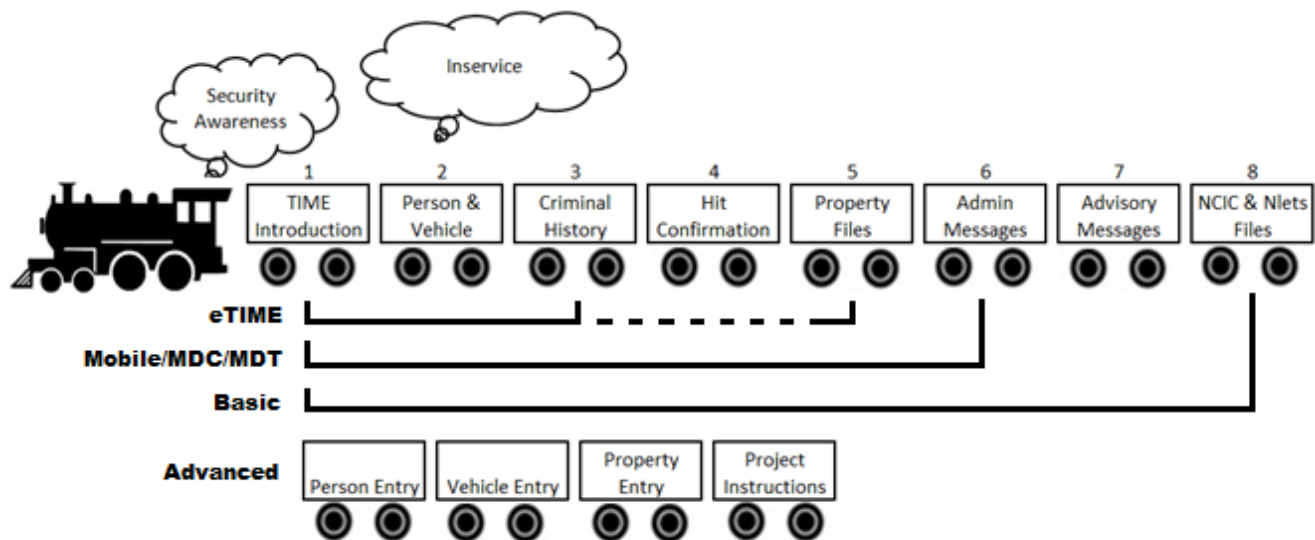
All persons holding any TIME System certification are in the TRAIN database and identified as a user, also referred to as a learner. *Agency personnel not in the TRAIN database will need to be added prior to online registration.* This can be accomplished by sending an e-mail to [cibtrain@doj.state.wi.us](mailto:cibtrain@doj.state.wi.us) and must include the following: the person's complete last name, first name, middle initial, agency, and job/certification level. Also include any alias, maiden or former names the person has used, and include the agency names of any other Wisconsin criminal justice agency that the user is working/has worked at. Each agency that wishes to become involved with TRAIN must assign at least one TRAIN administrator. These local agency administrators will have authorization to register for training, generate reports and assign training. Your agency's TIME Agency Coordinator (TAC) can assign a TRAIN administrator by sending a request to [cibtrain@doj.state.wi.us](mailto:cibtrain@doj.state.wi.us).

## New Terms for Existing Concepts

The TRAIN software uses some new terms for some established TIME System training concepts. Each person is referred to as a *learner*. Learners must achieve a level of TIME System certification which reflects their use of the system: eTIME, MDT/MDC, Basic, Advanced, etc.

Certifications are obtained in one of two ways. Learners may either attend a class or they may complete an online module. In either case, a learner must demonstrate their knowledge by passing an exam. If they successfully do so, the knowledge they have demonstrated is documented in this database as a certification they have acquired. Online certifications acquired mirror the topics covered in TIME System training. Certifications acquired expire biennially, two years from the date they were acquired. TIME System Validation and TIME Agency Coordinator (TAC) certifications are non-expiring. Agency Assigned Instructor certification expires when the individual's Basic or Advanced certification expires.

Initial MDC and Basic Training is available via TRAIN. Basic and MDC certification training has been broken down into individual modules. Each module covers a specific topic in detail, and includes test questions about the material covered. Once the user successfully completes a module they acquire the associated certification. Full eTIME Certification requires the completion of Modules 1, 2, 3, and 5. However, users may certify in only the modules applicable to their job duties. Additional modules will be required for eTIME as additional transactions are added. To successfully achieve MDC certification using TRAIN, personnel must complete modules 1-6. Basic certification is achieved by successfully completing modules 1-8.



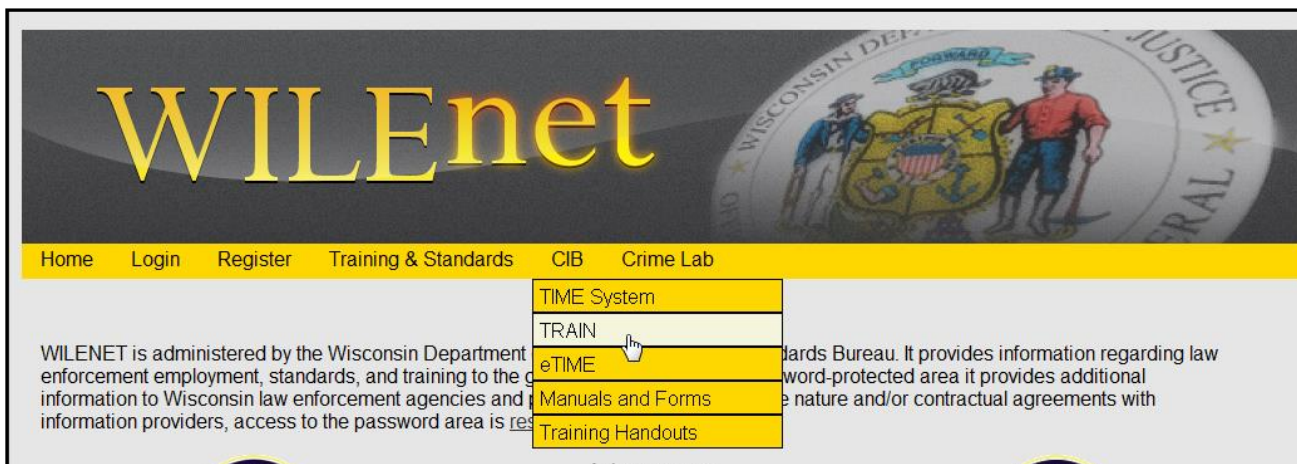
Advanced Time System Training is also available via TRAIN and consists of three instructional modules and one project module. These modules are for personnel who have successfully attained Basic TIME System certification and will perform entry, modify, supplement and cancel transactions.

Offering TIME System certification via TRAIN provides agencies with another way to comply with federal regulations and policy. TRAIN also allows agency personnel to take recertification exams online for the eTIME, MDC, Basic or Advanced level certifications.

In summary, an employee accessing the TIME System requires specific certifications to be acquired. The certifications are obtained when the employee completes the required courses. The courses are broken down into individual classes or modules.

## Accessing TRAIN

TRAIN is accessed via wilenet.org. Click on the CIB link of the menu, then click on the TRAIN link that appears in the drop down menu. This will take you to a page titled "TRAIN – Training Resources Available Internet". You do **not** need to log onto WILEnet to access TRAIN.



Scroll to the bottom of the page and click on the hyperlink in the sentence "To access the TRAIN logon click here"

### TRAIN - Training Resources Available Internet

CIB's TRAIN System is available for use. The reports available at this time. Reports can be requested through the TRAIN can be found at <https://eallogin.justice.wisconsin.gov> links.

TRAIN is the Department of Justice initiative that makes online. TRAIN was developed to help agencies meet the TIME System access. TRAIN allows agency staff to access for the MDT Recertification, Basic Recertification exams. TRAIN also makes individual training records to access as needed. We encourage agencies to use

All persons holding any TIME System certification are

that wishes to become involved with TRAIN must assign at least one TRAIN administrator. These local agency administrators will have authorization to register for training, generate reports and assign training. Your agency TAC can assign a TRAIN administrator by sending a written request via administrative message to terminal CIBT, or e-mail to [cibtrain@doj.state.wi.us](mailto:cibtrain@doj.state.wi.us).

**eTIME, Mobile, Basic, Advanced and Inservice Training are available via TRAIN.**

- eTIME certification requires successful completion of Modules 1, 2, 3 and 5. (Additional modules will be required for eTIME as transactions are added.)
- MDT certification requires completion of modules 1-6.
- Basic certification requires modules 1-8.
- Advanced certification is broken into four individual modules. Each module covers a specific topic in detail. Once the user successfully completes a module they acquire the associated skill. The modules cover the following skills/topic areas:
  - Person Entry
  - Vehicle Entry (Includes Parts and License Plates)
  - Property
  - Instructions

#### Accessing TRAIN

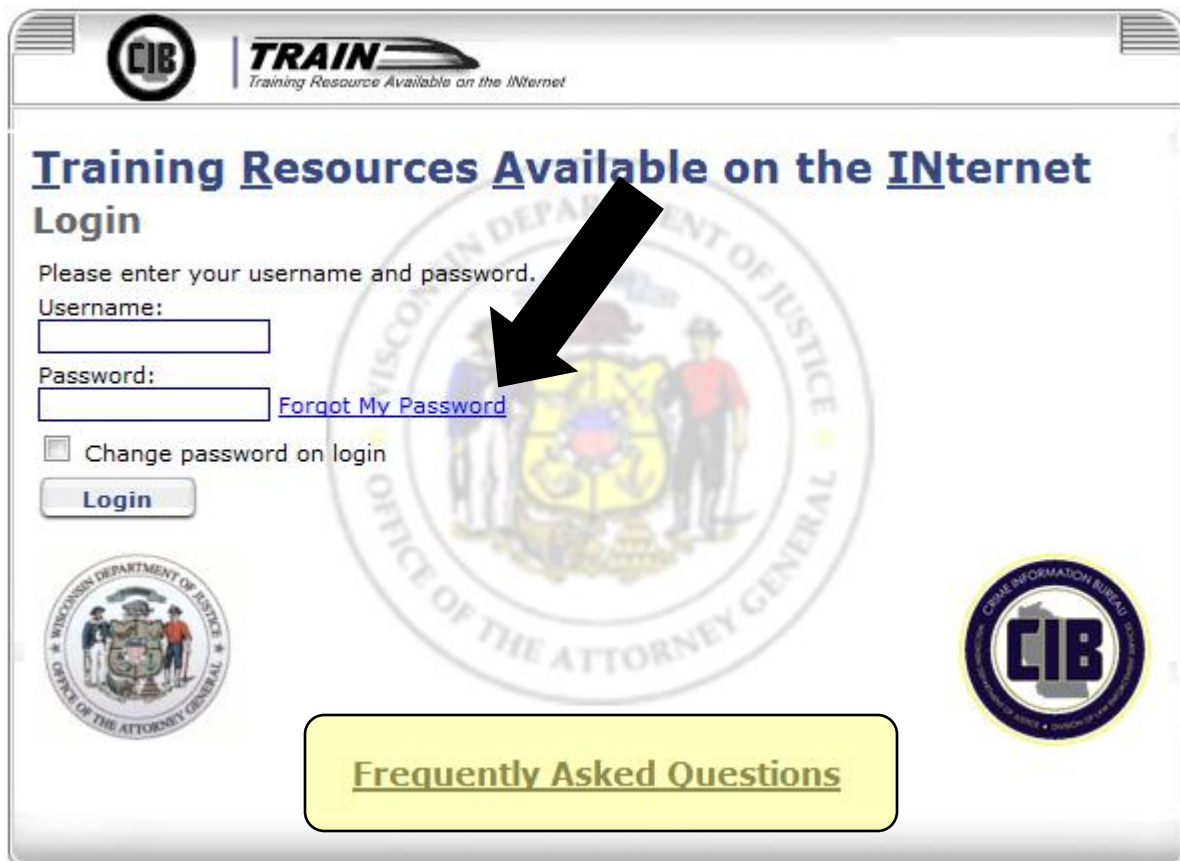
You must enter your user name on the TRAIN log in page. If you do not know your user name contact your agency TRAIN Administrator to obtain it. As a first time user of TRAIN you will be prompted to assign your own password after confirming your identity.

To access a detailed TRAIN Functional Handout click [here](#)

To access the TRAIN log on click [here](#)

You will then be presented with the TRAIN logon screen. You must enter your unique user name. If you do not know your user name, contact your agency TRAIN administrator to obtain it. First time users should enter the password provided by their agency TRAIN administrator or TIME Agency Coordinator in the password field and click on 'Log On'. You will then be prompted to assign your own password.

If you have forgotten your password, you must click on the “**Forgot My Password**” link shown below and correctly answer your challenge question



If you answer your challenge question correctly, you will be allowed to change your password.

There is also a link on the logon screen (shown above) for “Frequently Asked Questions” which may provide help if you are having problems accessing the TRAIN System.

TRAIN may be accessed directly at <https://ealogin.justice.wisconsin.gov>.

**NOTE:** Your user name and password for TRAIN are the same as those assigned for access to the Portal 100 software, the eTIME browser, and the WIJIS application. They may **not** be the same as those assigned for access to WILEnet.

## **TRAIN and the Internet**

To ensure TRAIN functions correctly, ensure you are using the correct internet browser. Before registering users for their classes or modules you should review your Internet browser's Compatibility Settings. The Compatibility Settings should be reviewed before users launch the certification modules to ensure that the module launches properly and records the score received. Below are the Compatibility settings for ensuring TRAIN functions correctly:

1. TRAIN supports the use of Windows operating systems up to/including Windows 10. TRAIN is compatible with Internet Explorer 7, 8, 9, 10 and 11.
2. If using a newer computer with **Windows 10**, the default browser **EDGE is not compatible** with TRAIN.
3. **If using IE10 or IE11, first set your browser to Compatibility Mode.**
  - a. **In IE10** click the broken page icon in the address bar to the top right. If the broken page icon is not in your address bar, click on "Tools" then select "Compatibility View."
  - b. **In IE11** click on the "Tools" menu, then select "Compatibility View Settings". A popup box will open. In the space labeled "Add This Website" type wisconsin.gov and click "Add", then also type state.wi.us and click "Add", then click "Close". If this doesn't solve the issue, continue with the instructions that follow:
4. **Check to see if a pop-up blocker is in place** on your computer. If a pop-up blocker is in play anywhere on the system, certain TRAIN functions will be prevented from displaying. Pop-up blockers can be found almost anywhere - **check your internet browser software** (In Internet Explorer, check the click on 'Internet Options' on the 'Tools' menu and check the 'Privacy' tab), **your internet service provider, your server, firewall, your network**, etc. TRAIN users have found pop-up blocking software in place in all of these locations. **If an agency is using any additional tools/toolbars to surf the web (such as AOL, Google toolbar, Yahoo toolbar, etc.) there may be a pop-up blocker associated with that service/toolbar that will also need to be disabled.** To check to see if a popup blocker is installed on your PC, go to <http://www.popuptest.com/popuptest1.html>. this site will attempt to open ten popup windows. If you do not see them, you likely have a popup blocker turned on and will need to turn it off.
5. In addition, **enable cookies.** In Internet Explorer, check the click on 'Internet Options' on the 'Tools' menu and check the 'Privacy' tab. The slider here should be set to 'Medium'. In earlier versions of Internet Explorer, check the 'Security' tab, 'Custom Level' to make sure 'Allow Cookies' is checked.
6. **Enable Active X controls.** Once again, in Internet Explorer, click on 'Internet Options' on the 'Tools' menu and check the 'Security' tab. Click on 'Custom Level', scroll down to the ActiveX section, and make sure 'Run ActiveX Controls and Plug-Ins' is marked as enabled.
7. If the above steps do not work, please contact the **TSCC at 608-266-7633 and the TSCC operator may be able to provide you with advanced technical support.**



## Home Page/News

Upon successfully logging in the learner's home page will be displayed. This home/news page allows CIB to provide users with current information and updates without waiting for the next training class or newsletter. This page may also list reminders regarding upcoming classes, current training classes, or certification expiration dates. These reminders only appear as the significant date nears. Current registrations listed here would be courses an employee has been registered for and has not yet completed.

The screenshot shows the TRAIN system's home page. At the top, there's a navigation bar with 'Assess' and 'Learn' tabs, a search bar, and a user profile 'Stan Dardman - log off'. The main content area is titled 'Training Resources Available on the Internet' and includes a 'TRAIN has been updated' announcement. A left-hand sidebar contains sections for 'Search', 'Quick Links', 'Favorites', and 'Current Registration'. A callout box points to a small arrow icon in the 'Favorites' section, stating 'Click this arrow to expand or shrink section'.

The left-hand side of the screen lists a variety of options, including Search, Quick Links, Favorites and Current Registration. Which choices are displayed here may vary if the learner has changed their display preferences as described later. Quick Links provides shortcut links to many common tasks in TRAIN. The Favorites feature allows learners to designate various TRAIN pages or courses as favorites and provides a shortcut to the favorite page. Current Registration lists what courses you currently have in progress and/or upcoming. Each of these lists may be expanded to display more information or shrunk, as the learner desires, by clicking on the arrow icon in the corner. When you are finished with the TRAIN system click on 'Log Off' in the upper right hand corner.

# Training


TRAIN users may use the system to locate information on TIME System training offered by CIB, presented either online or in a classroom format. Simply go to the section below the news message. Here you will find an area listing the various categories of TIME System training available. Some of the categories are further broken down to better describe offerings as either classroom or online courses. The categories provide a shortcut to specific training topics.

The screenshot displays the TRAIN system interface. At the top, there is a header with the CIB logo, the text "TRAIN Training Resource Available via Internet", a "Learner" button, and a user profile for "Stan Dardman - log off". Below the header, there are navigation tabs for "Assess" and "Learn", along with a search bar and links for "Search", "Profile", and "Help". The main content area is titled "Training Resources Available on the Internet". It features a "Search:" box with a "Go" button and links for "Advanced Search" and "Search Tips". A "Quick Links" section on the left lists various options like "Getting started", "Edit Preferences", "Manage Training", "Training Transcript", "Training Schedule", and "Training Analysis". Below this is a "Favorites" section and a "Current Registration" section with links for "Basic Recertification..." and "eTIME Operator Onli...". The main content area also includes a "Catalog" section with a table of training offerings.

Catalog		
<b>Advanced</b> Classroom Online	<b>eTIME</b> MDC	<b>Recertification</b> Classroom Online
<b>Basic</b> Classroom Online		<b>TAC, Validation &amp; Other</b> Classroom Online

If you wish to view offerings for a specific course, click on the type of course (classroom or online) you prefer to see the offerings. For Basic classroom course offerings, click on "Classroom" under the Basic heading.

A page appears that lists the Basic Certification course offerings. For further information and class locations, click on the arrow to the left of the title and a list of class dates and locations will appear.



 Kate Test - log off  
 Workgroup - Change view

Learn
Manager
Report Manager

Home > Search

Search:  Go  
[Advanced Search](#) [Search Tips](#)

**Learning activities (19)**  
 Filter by:  
 Categories (7)  
 Activity Type (3)  
 Facility city (6)

**19 search results found**  
 Expand an activity structure to view child activities that match your search criteria.

Activity Name	Activity Type	End Date	Start Date	Code
Advanced- August 14-15, 2018, Wausau Police Department	ILT Class	8/15/2018	8/14/2018	
Advanced- June 26-27, 2018, Sauk County Sheriff's Department	ILT Class	6/27/2018	6/26/2018	
Advanced- March 20-21, 2018, Iowa County Sheriff's Department	ILT Class	3/21/2018	3/20/2018	
Advanced- October 23-24, 2018, Brown County Sheriff's Office	ILT Class	10/24/2018	10/23/2018	
Basic	ILT Course			
Basic- May 15-16, 2018, Brown County Sheriff's Office	ILT Class	5/16/2018	5/15/2018	
Basic- July 17- 18, 2018, Eau Claire Police Department	ILT Class	7/18/2018	7/17/2018	
Basic- October 9-10, 2018, Oak Creek Police Department	ILT Class	10/10/2018	10/9/2018	

[View entire activity structure](#)  
 Basic Recertification

(1-10) of 19 records

**AAI (Agency Assigned Instructor-MDT/MDC)**  
 Description: Instruction is provided in a classroom atmosphere and is a one half-day in length. This class is taught by Crime Information Bureau (CIB) Instructors. Inst overview of the access...  
 Training Organization: Global  
 Status: Not Registered  
 Cost Information: [View Details](#)

[Register](#) [View Details](#) [Other Actions](#)  
[Register Others](#)  
[View Activity Details](#)  
[Add To Favorites](#)

When registering yourself, choose the class in which you wish to enroll and then click Register. The next page will confirm the course for which you registered. Click submit. A new screen will appear with "Activity Details and show the course and status. If the status says "Registered," the process was successful. You can begin your course from this page by clicking on the green start arrow.

## Activity Details

Module 1 TIME System Intro (rev 16)

Start Start Start Start

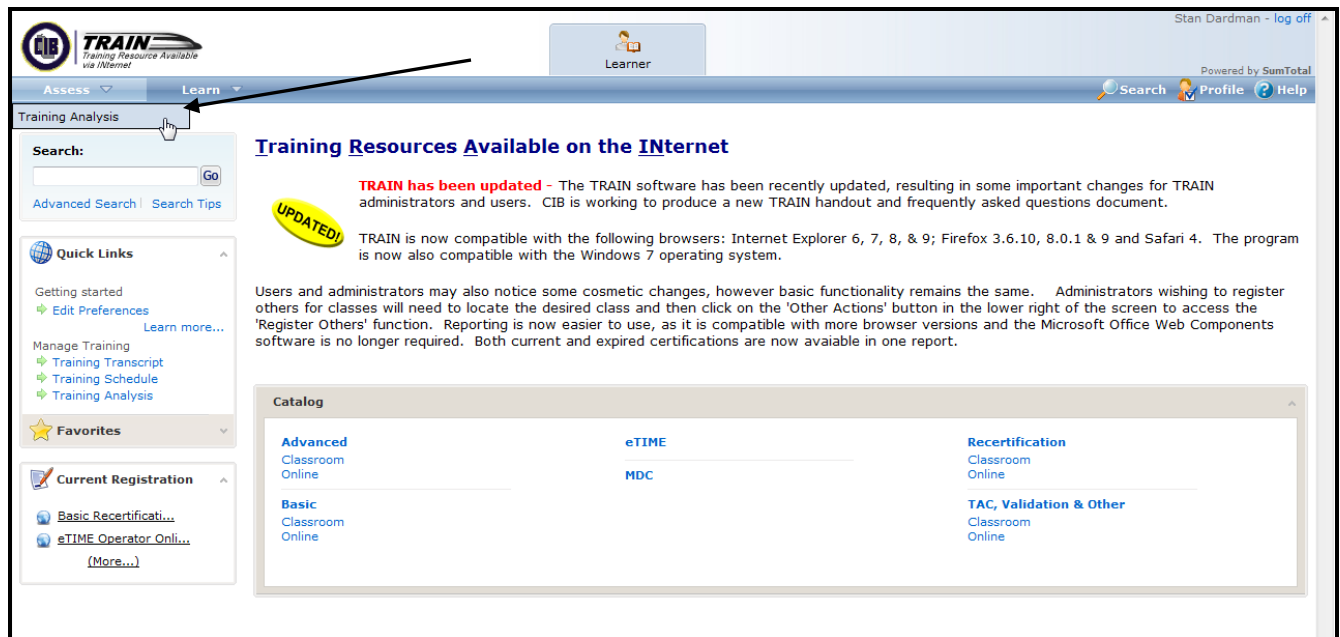
Name: CBT Course: [Module 1 TIME System Intro \(rev 16\)](#) Status: Registered

Done

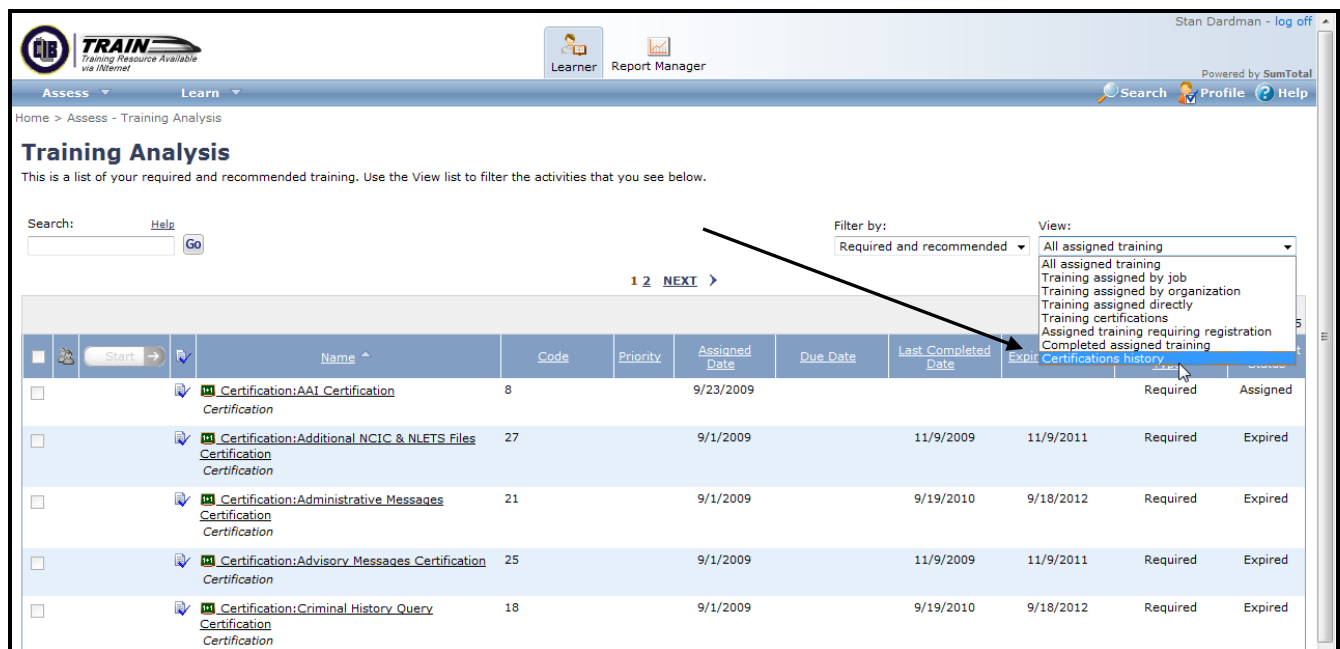
# Viewing Your TIME System Certifications

The TRAIN System stores information regarding the TIME System classes you have taken and the TIME System certifications you have attained. You can log on to the TRAIN System at any time to review these records and see what certifications have been attained, and more importantly, when they expire.

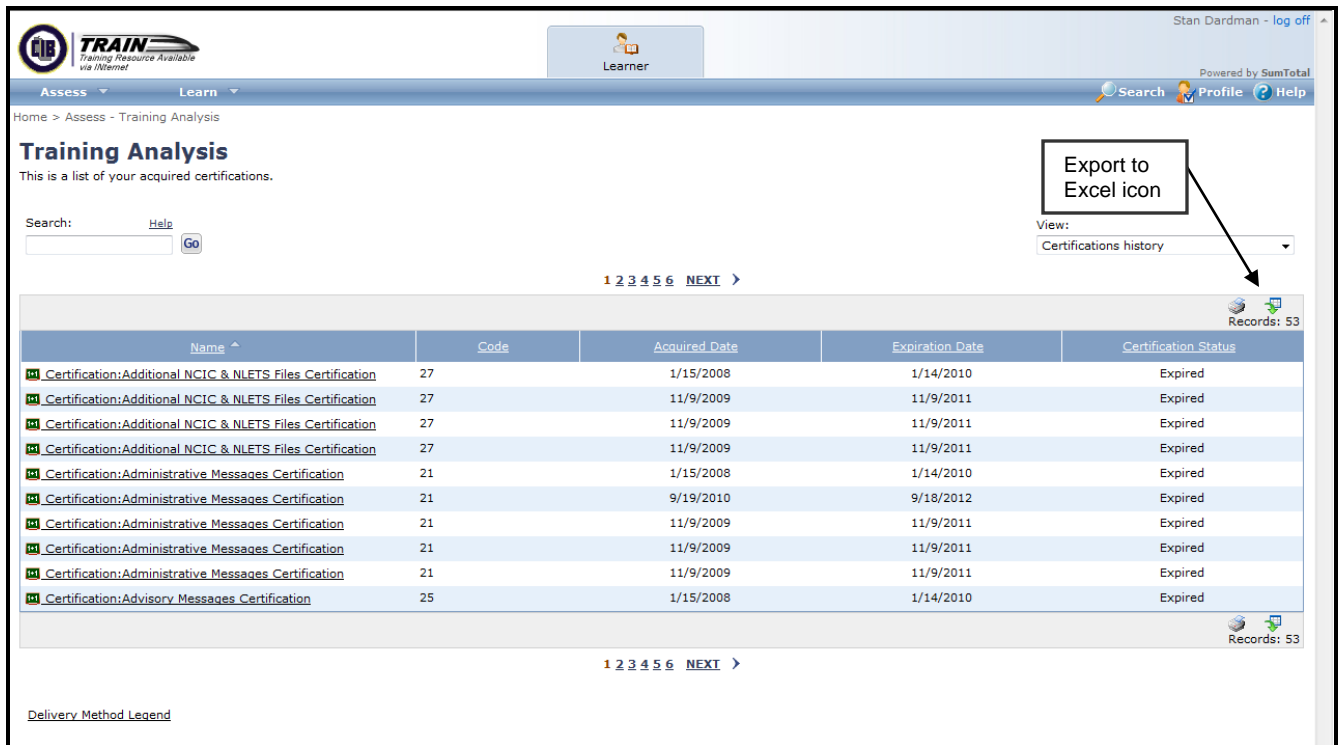
Once logged on to the TRAIN System, certification information may be found by clicking on the 'Assess' menu in the upper left and choosing 'Training Analysis'.



Choose 'Certifications History' in the drop-down 'Views' menu.



The system will now display a list of your certifications, which may be sorted by Name, Acquired Date, Expiration Date, etc. Remember, this is a certifications *history*, so the list will include *all* certifications, old or new, expired or not. If you have attained a certification multiple times, it will be listed multiple times here. This information may be exported to an Excel spreadsheet and saved by clicking on the 'Export to Excel' icon.



The screenshot shows the TRAIN Training Analysis interface. At the top, there's a header with the TRAIN logo and navigation links like 'Assess' and 'Learn'. Below this, the 'Training Analysis' section is displayed, indicating it's a list of acquired certifications. A search bar is present on the left. On the right, there's a 'View:' dropdown menu set to 'Certifications history'. An arrow points to an 'Export to Excel icon' (a green Excel logo) located near the top right of the table. The table itself lists various certifications with columns for Name, Code, Acquired Date, Expiration Date, and Certification Status. All listed certifications are marked as 'Expired'. At the bottom right of the table, it says 'Records: 53'.

Name ^	Code	Acquired Date	Expiration Date	Certification Status
<a href="#">[M] Certification:Additional NCIC &amp; NLETS Files Certification</a>	27	1/15/2008	1/14/2010	Expired
<a href="#">[M] Certification:Additional NCIC &amp; NLETS Files Certification</a>	27	11/9/2009	11/9/2011	Expired
<a href="#">[M] Certification:Additional NCIC &amp; NLETS Files Certification</a>	27	11/9/2009	11/9/2011	Expired
<a href="#">[M] Certification:Additional NCIC &amp; NLETS Files Certification</a>	27	11/9/2009	11/9/2011	Expired
<a href="#">[M] Certification:Administrative Messages Certification</a>	21	1/15/2008	1/14/2010	Expired
<a href="#">[M] Certification:Administrative Messages Certification</a>	21	9/19/2010	9/18/2012	Expired
<a href="#">[M] Certification:Administrative Messages Certification</a>	21	11/9/2009	11/9/2011	Expired
<a href="#">[M] Certification:Administrative Messages Certification</a>	21	11/9/2009	11/9/2011	Expired
<a href="#">[M] Certification:Administrative Messages Certification</a>	21	11/9/2009	11/9/2011	Expired
<a href="#">[M] Certification:Advisory Messages Certification</a>	25	1/15/2008	1/14/2010	Expired

## Taking the Online Course

Once you have registered for an online class, the class information appears on your Home/News page as Current Registration. Before beginning your online class, ensure your Compatibility Settings are set properly following the guidelines on page 6. To begin taking the course, click on the class title.

The screenshot shows the TRAIN software interface. At the top, there's a header with the TRAIN logo and a user profile for Stan Dardman. Below the header, there's a navigation bar with 'Assess' and 'Learn' tabs. The main content area is titled 'Training Resources Available on the Internet'. It includes a search bar, a 'Quick Links' sidebar with options like 'Getting started', 'Edit Preferences', 'Manage Training', and 'Training Analysis', and a 'Current Registration' section. A callout box labeled 'Class title' points to the 'Basic Recertification Online' link in the 'Current Registration' section. Below this, there's a 'Catalog' section with a table of classes:

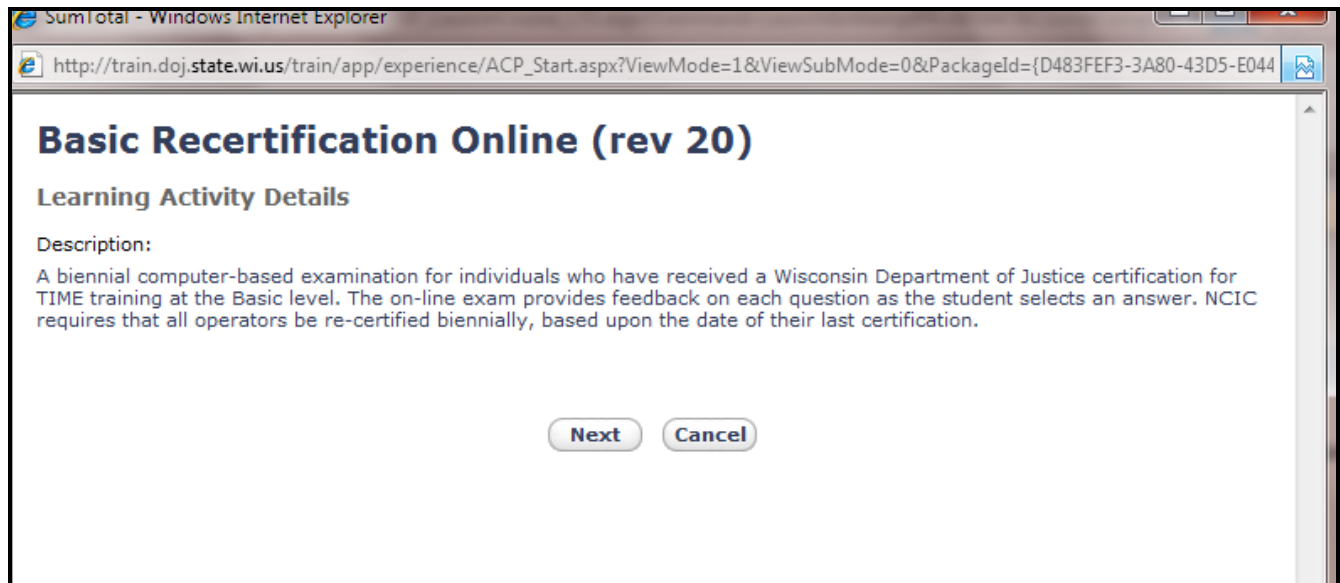
Class Name	Platform	Class Type
Advanced Classroom Online	eTIME	Classroom Online
Basic Classroom Online	MDC	Classroom Online
Recertification Classroom Online		Classroom Online
TAC, Validation & Other Classroom Online		Classroom Online

An Activity Details screen appears for the class. To begin, click on the green arrow/start button.

The screenshot shows the 'Activity Details' screen for the 'Basic Recertification Online (rev 20)' class. The page has a header with the TRAIN logo and a user profile for Stan Dardman. Below the header, there's a navigation bar with 'Assess' and 'Learn' tabs. The main content area is titled 'Activity Details' and shows the class name 'Basic Recertification Online (rev 20)'. A callout box labeled 'Start button' points to a green arrow button in the 'Actions' column of the table below.

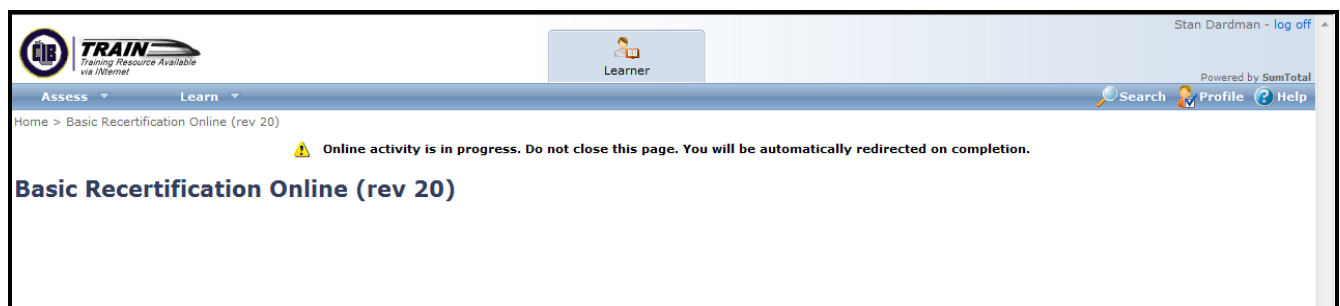
Name	Status	Scheduled Date and Time	More Information	Actions
CBT Course: Basic Recertification Online (rev 20)	Registered		Summary	

Several windows will begin to appear, and a course confirmation screen recaps what class you will be taking. If it is the correct class, click on next.



The online course will launch in a separate window.

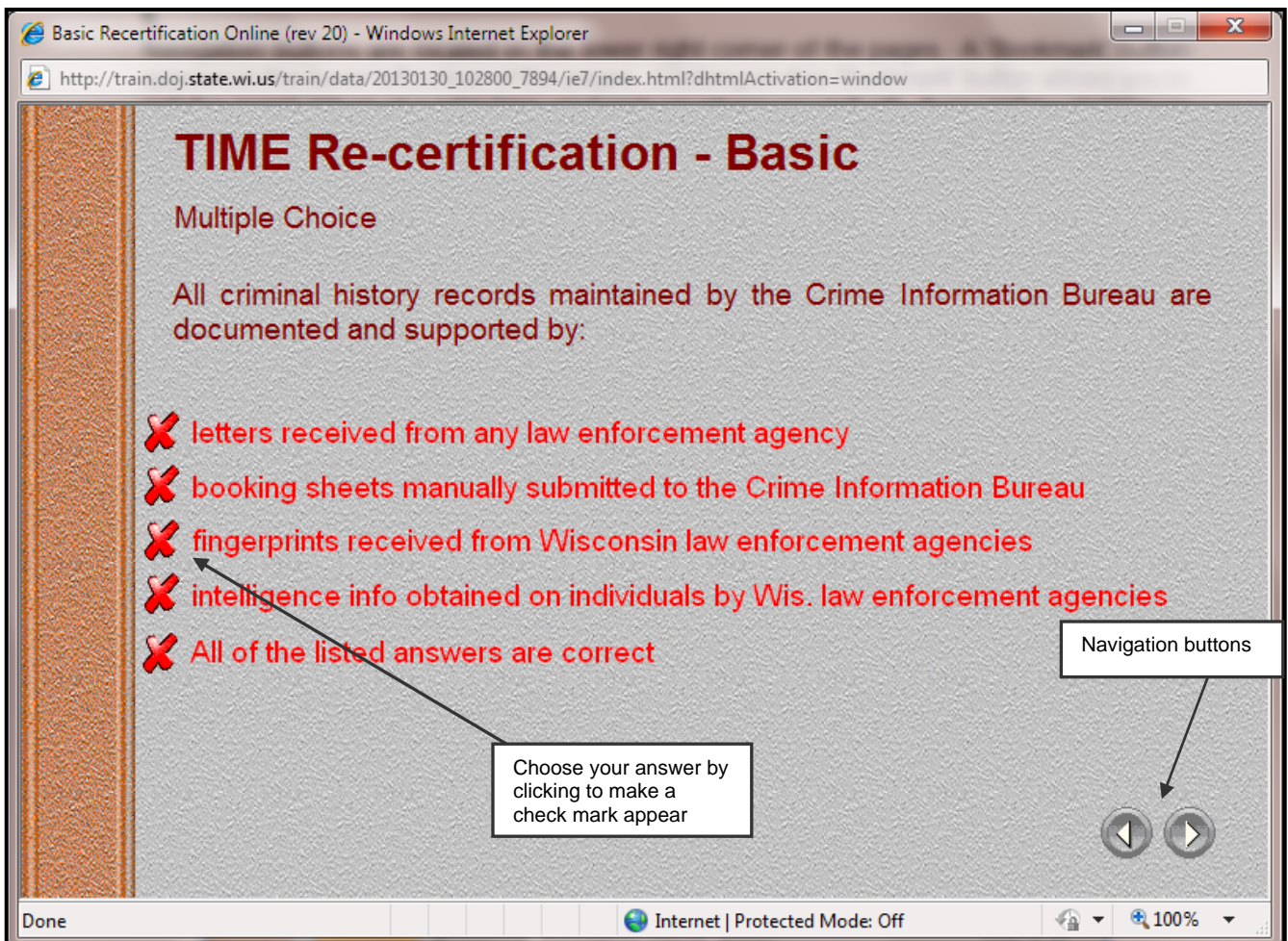
One of the windows that appear will contain the text "Online course in progress. Please do not close this page. You will be automatically redirected on completion." ***It is very important that upon completion of the online course you follow the instruction and do not close this window.*** Closing the window, rather than waiting as directed, may result in the loss of your class information from the TRAIN system. Be patient - it may take a minute for the window to finish processing and display further information.





Navigation buttons are located in the lower right corner of the pages. A 'Bookmark' button may appear in the lower left corner of the pages. Clicking on this 'Bookmark' button allows you to exit the event, return at a later time, and pick up where you left off. If you exit by clicking on the X in the upper right hand corner, when you return you may have to start over from the beginning of the course.

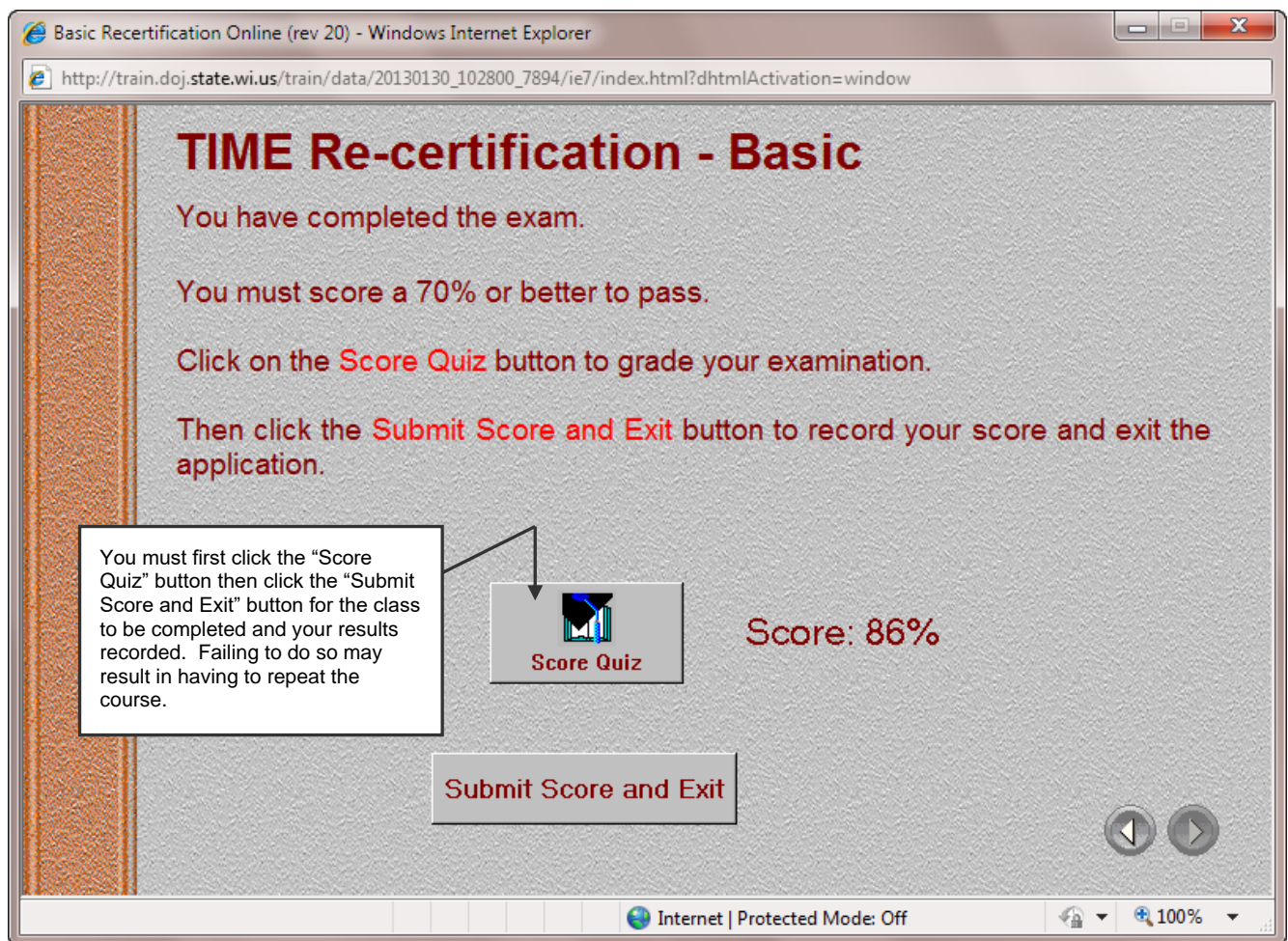
Courses may contain test content, requiring the employee to answer true/false or multiple choice questions. Choose your answer for true/false and multiple choice questions by clicking on the desired answer using your mouse button. The X will change to a checkmark. All questions will provide immediate feedback indicating whether the answer you chose was correct or incorrect.



The last page of the course will require you to complete the event. First click on the 'Score Quiz' button to calculate your score, which will appear to the right of this button. The calculation process may take a few moments, please wait for the score to appear.

Once your score has been displayed, you must click on the 'Submit Score and Exit' button to complete the event. TRAIN will record your score and test details in the training database. **You must click on both the *Score Quiz* and the *Submit Score and Exit* to complete the course.**

If a failing score is received (less than 70%), you must have your TRAIN Administrator register you again for the event and retake the course. Once you have completed the course and submitted your score, you will return to the main TRAIN pages.





Complete test results are now included in your training record. In fact, after completion of the course you are presented with a 'Class Progress Detail Page' which includes class status information, elapsed time, score, etc. You may even view the details of what questions you answered correctly and incorrectly by clicking on the icon in the center of the page that looks like a magnifying glass.

The screenshot shows the 'Learning Activity Progress Detail' page. At the top, there's a header with the TRAIN logo and navigation links: 'Assess' and 'Learn'. The user is logged in as 'Stan Dardman'. The page title is 'Learning Activity Progress Detail' and the activity is 'Basic Recertification Online (rev 20)'. Below the title, there's a description: 'A biennial computer-based examination for individuals who have received a Wisconsin Department of Justice certification for TIME training at the Basic level. The on-line exam provides feedback on each question as the student selects an answer. NCIC requires that all operators be re-certified biennially, based upon the date of their last certification.' Under the 'General' section, details are provided: Content type: SCORM 1.2, Total score: 86%, Completion date: Tuesday, July 02, 2013 9:30:25 AM CDT, Percent complete: 100%, First launch date: Tuesday, July 02, 2013 9:13:29 AM CDT, Grade: pass 86, Elapsed time: Minutes: 14, Seconds: 50. A table at the bottom shows the activity status: 'Basic Recertification Online (rev 20)' is 'Completed' with a score of '86%' and time of 'Minutes: 14, Seconds: 50'. A magnifying glass icon is circled in the center of the table.

The class you completed is now listed as previous training. You may access all types of training information by clicking on the 'Learn' menu option at the top of the page, then clicking on training schedule. Remember that you may have to switch the view, depending on what type of information you wish to access.

The screenshot shows the 'Training Schedule' page. At the top, there's a header with the TRAIN logo and navigation links: 'Assess' and 'Learn'. The user is logged in as 'Stan Dardman'. The page title is 'Training Schedule' and the subtitle is 'This is a list of learning activity structures that you have completed. To view individual learning activities, go to the completed activities view.' Below the subtitle, there's a search bar and a 'Go' button. A table lists training activities with columns: Name, Code, Region, Start Date, Completed Date, Score, and Status. The table includes entries for 'Additional NCIC & NLETS Files Certification', 'Criminal History Query Certification', 'eTIME Operator Certification', 'eTIME Operator Online Agreement (rev 12)', 'eTIME Operator Online Agreement (rev 15)', 'Hit Confirmation Certification', and 'NCIC Property Files Certification'. A 'View:' dropdown menu is open on the right, showing options: 'Completed registrations', 'Current registrations', 'Completed registrations' (selected), 'Current activities', 'Upcoming activities', 'Completed activities', 'Canceled activities', 'Online activities with fixed duration', 'Calendar view', 'Waiting list or pending approval', and 'Express interest'. Annotations with arrows point to the 'Learn' menu, the 'View:' dropdown, and a magnifying glass icon in the table.

## Personalize Your Home/News Page

Each learner may personalize the appearance of this page to suit their personal preferences. To do so, simply click on the 'Edit Preferences' link in the Quick Links section on the left, or click the 'Profile' link in the upper right hand corner.

TRAIN has been updated. The TRAIN administrators and users. CIB is working to produce a new TRAIN handbook and frequently asked questions document.

TRAIN is now compatible with the following browsers: Internet Explorer 6, 7, 8, & 9; Firefox 3.6.10, 8.0.1 & 9 and Safari 4. The program is now also compatible with the Windows 7 operating system.

Users and administrators may also notice some cosmetic changes, however basic functionality remains the same. Administrators wishing to register others for classes will need to locate the desired class and then click on the 'Other Actions' button in the lower right of the screen to access the 'Register Others' function. Reporting is now easier to use, as it is compatible with more browser versions and the Microsoft Office Web Components software is no longer required. Both current and expired certifications are now available in one report.

Either link will allow access to user preferences

The learner is then presented with a screen that allows them to choose what items appear on their home page, and how many items are displayed. Add or remove check marks to indicate what options you wish to display on your Home/News page.

Home > Profile

### Profile

**Preferences**

Set your preferences, including your selected regional setting, time zone and shortcut boxes to display on your Home page.

Regional settings:  
English (United States) [v]  
Time zone:  
America/Chicago [v]

**Learner Mode Home Page Shortcuts**

Options:

<input type="checkbox"/>	Name	Description	Number of Links
<input checked="" type="checkbox"/>	Quick Links	Link to common task for user to get you started.	
<input checked="" type="checkbox"/>	Favorites	Items users added as favorites, including categories, activities, and more.	5 [v]
<input checked="" type="checkbox"/>	Catalog Search	Search box for user to search for items in the catalog.	
<input checked="" type="checkbox"/>	Current Registration	Learning activity structures the user is registered.	5 [v]

OK Cancel

## Registration (Administrators/Managers Only)

TRAIN allows only agency administrators to register for events.

To locate information on TIME System training offered by the CIB, presented either online or in a classroom format, simply go to the section below the news message. Here you will find an area listing the various categories of TIME System training available. Some of the categories are further broken down to better describe offerings as either classroom or online courses. The categories provide a shortcut to specific training topics.

The screenshot displays the TRAIN web application interface. At the top, there is a header with the CIB TRAIN logo, a 'Learner' button, and user information 'Stan Dardman - log off'. Below the header, there are navigation tabs for 'Assess' and 'Learn', along with search, profile, and help links. The main content area is titled 'Training Resources Available on the Internet'. It features a search bar, a 'Go' button, and links for 'Advanced Search' and 'Search Tips'. A yellow 'UPDATED!' badge is prominently displayed. A news message states: 'TRAIN has been updated - The TRAIN software has been recently updated, resulting in some important changes for TRAIN administrators and users. CIB is working to produce a new TRAIN handout and frequently asked questions document.' Below this, it mentions compatibility with Internet Explorer 6, 7, 8, & 9; Firefox 3.6.10, 8.0.1 & 9 and Safari 4, and Windows 7. A section for 'Quick Links' includes 'Getting started', 'Edit Preferences', 'Manage Training', 'Training Transcript', 'Training Schedule', and 'Training Analysis'. A 'Favorites' section is also present. The 'Current Registration' section lists 'Basic Recertification' and 'eTIME Operator Onli...'. A 'Catalog' section at the bottom lists various training categories: 'Advanced' (Classroom, Online), 'eTIME' (MDC), 'Recertification' (Classroom, Online), 'Basic' (Classroom, Online), and 'TAC, Validation & Other' (Classroom, Online).

Click on the title of the information you wish to access. If you want to locate a classroom recertification to attend, click on 'Classroom' under 'Recertification'. TRAIN will then take you to a page providing basic information about the training. As always, users may have to scroll down to view all available information.

A page appears that lists the types of classroom recertification courses that are available: Advanced and Basic. For further information and class locations, click on the arrow to the left of the title of the type you are interested in and a list of class dates and locations will appear.

TRAIN  
Training Resource Available via Internet

Assess Learn

Home > Catalog > Recertification > Classroom

Search:  Go

☒ Search this category and sub-categories only

Advanced Search Search Tips

Filter by: Classroom

Recertification > Classroom

Activity Name	Activity Type	End Date	Start Date
Advanced Recertification	ILT Course		
Basic Recertification	ILT Course		

(1-2) of 2 records

**1+1 Advanced Recertification**

Description: A one-day class with the annual Inservice from 8:30 a.m. - 12 p.m. and the biennial written examination from 1:00 p.m. - 4:00 p.m. For individuals who have received a Wisconsin Department of Justice ...

Categories: Recertification > Classroom

Training Organization: Global

Status: Registered

Cost Information: [View Details](#)

View Details Other Actions

TRAIN  
Training Resource Available via Internet

Assess Learn

Home > Catalog > Recertification > Classroom

Search:  Go

☒ Search this category and sub-categories only

Advanced Search Search Tips

Filter by: Classroom

Recertification > Classroom

Activity Name	Activity Type	End Date	Start Date
Advanced Recertification	ILT Course		
Advanced Recertification - July 18, 2013, Altoona PD	ILT Class	7/18/2013	7/18/2013
Advanced Recertification - September 19, 2013, Green Bay...	ILT Class	9/19/2013	9/19/2013
Advanced Recertification - October 3, 2013, Oneida CO SO	ILT Class	10/3/2013	10/3/2013
Basic Recertification	ILT Course		

(1-2) of 2 records

**1+1 Advanced Recertification**

Description: A one-day class with the annual Inservice from 8:30 a.m. - 12 p.m. and the biennial written examination from 1:00 p.m. - 4:00 p.m. For individuals who have received a Wisconsin Department of Justice ...

Categories: Recertification > Classroom

Training Organization: Global

Status: Not Registered

Cost Information: [View Details](#)

Register View Details Other Actions

To register yourself for the class, click on the 'Register' button. To register other department members for the class, click on the 'Other Actions' button and select 'Register Others' from the menu that appears.

**Recertification > Classroom**

Activity Name	Activity Type	End Date	Start Date
Advanced Recertification	ILT Course		
Advanced Recertification - July 18, 2013, Altoona PD	ILT Class	7/18/2013	7/18/2013
Advanced Recertification - September 12, 2013, Green Bay...	ILT Class	9/19/2013	9/19/2013
Advanced Recertification - October 3, 2013, Oneida CO SO	ILT Class	10/3/2013	10/3/2013
Basic Recertification	ILT Course		

**Advanced Recertification**

Description: A one-day class with the annual Inservice from 8:30 a.m. - 12 p.m. and the biennial written examination from 1:00 p.m. - 4:00 p.m. for individuals who have received a Wisconsin Department of Justice ...

Categories: Recertification > Classroom

Training Organization: Global

Status: Not Registered

Cost Information: [View Details](#)

Buttons: [Register](#), [View Details](#), [Other Actions](#) (dropdown menu with [Register Others](#), [View Activity Details](#), [Add To Favorites](#))

A registration screen will appear. Choose the class location and date you wish to register users for. Select the class by clicking on the radio button to the left of the class name, then click on the 'Continue' button located further down on the screen. You may have to use your scroll bar to make this button visible.

**Batch Registration**

You can select multiple users and register them all simultaneously for an activity. First, select the activity or activity structure and click Continue. Then add users to your available list. From this list, select users to send to the roster or the waiting list. When you are done, click Submit to process the batch of users or if payment is required, click Purchase.

**Advanced Recertification**

**Select Activities**

Activity Name	Available Capacity	Locations, Facilities
ILT Course : <a href="#">Advanced Recertification</a>	Unlimited	
<input type="radio"/> <b>Required: At least 1</b>		
<input type="radio"/> <b>ILT Class : <a href="#">Advanced Recertification - July 18, 2013, Altoona PD</a></b>	Available Capacity: 18	Locations, Facilities: Altoona PD Training Room, Altoona PD, Altoona, WI
<input checked="" type="radio"/> <b>ILT Class : <a href="#">Advanced Recertification - September 19, 2013, Green Bay PD</a></b>	Available Capacity: 13	Locations, Facilities: Green Bay PD Training Room, Green Bay PD, Green Bay, WI
<input type="radio"/> <b>ILT Class : <a href="#">Advanced Recertification - October 3, 2013, Oneida CO SO</a></b>	Available Capacity: 23	Locations, Facilities: Oneida CO SO Community Room, Oneida County SO, Rhinelander, WI

**Available Capacity: 13**

[Continue](#)

The registration screen now expands. Once again, you may need to scroll to see the lower portion of the screen. Now you need to construct a list of users. To add users to this list click on the 'Add' button in the 'Available Users' box.

Another screen appears asking what method you would like to use to select users. 'Select Viewable Users' will present a list of all users you are authorized to view, so click on 'Next'. A list of users appears. Select those you wish to add to your list by clicking and adding a check in the box to the left of their name, and click on 'OK'.

	Name ^	Manager	Primary Domain	Primary Job	Primary Organization	Status
<input type="checkbox"/>	Test B Certification		Global		TRAIN Police Depart...	
<input type="checkbox"/>	Test A Certification		Global		TRAIN Police Depart...	
<input type="checkbox"/>	Stan Dardman		Global	MDT operator	TRAIN Police Depart...	
<input type="checkbox"/>	Joe Dispatch		Global		TRAIN Police Depart...	
<input type="checkbox"/>	Challenge Q Response		Global		TRAIN Police Depart...	
<input type="checkbox"/>	Admin Test		Global		TRAIN Police Depart...	
<input type="checkbox"/>	Admin Train		Global		TRAIN Police Depart...	
<input type="checkbox"/>	Administrator Train		Global		TRAIN Police Depart...	
<input type="checkbox"/>	Administrator Trainone		Global		TRAIN Police Depart...	
<input type="checkbox"/>	Test A User		Global		TRAIN Police Depart...	



Your list of employees reappears and now contains the names of those you added. You may continue to add employees as needed. To continue with the registration process, select those you wish to register by clicking to place a check mark in the box to the left of their name. The entire list of employees may be selected by placing a check mark in the box to the left of the 'Name' column label. If the box is not checked, they will not be registered.

Continue

Select Users

☐ Skip registering users to activities that have not contributed to the overall completion of the activity structure

Available Users Selected users: 2  
Available users: 10

Add Select All Clear All

<input type="checkbox"/>	Name ^	Status
<input type="checkbox"/>	Test A Certification	No issues
<input type="checkbox"/>	Test B Certification	No issues
<input checked="" type="checkbox"/>	Stan Dardman	No issues
<input checked="" type="checkbox"/>	Joe Dispatch	No issues
<input type="checkbox"/>	Challenge Q Response	No issues
<input type="checkbox"/>	Admin Test	No issues
<input type="checkbox"/>	Admin Train	No issues
<input type="checkbox"/>	Administrator Train	No issues
<input type="checkbox"/>	Administrator Trainone	No issues
<input type="checkbox"/>	Test A User	No issues

Registration Records: 0  
Available seats: 13  
Users pending approval: 0

Remove All

Name ^

Waiting List Records: 0

Remove All

Name ^

Reset Submit Cancel

Click on the arrow (>) button in the center of the screen. TRAIN will check to see, if the class selected is full, if the registration deadline has passed, etc. If no problems are found, the names will be moved to the Registration list on the right.

Continue

Select Users

☐ Skip registering users to activities that have not contributed to the overall completion of the activity structure

Available Users Selected users: 0  
Available users: 8

Add Select All Clear All

<input type="checkbox"/>	Name ^	Status
<input type="checkbox"/>	Test A Certification	No issues
<input type="checkbox"/>	Test B Certification	No issues
<input type="checkbox"/>	Challenge Q Response	No issues
<input type="checkbox"/>	Admin Test	No issues
<input type="checkbox"/>	Admin Train	No issues
<input type="checkbox"/>	Administrator Train	No issues
<input type="checkbox"/>	Administrator Trainone	No issues
<input type="checkbox"/>	Test A User	No issues

Registration Records: 2  
Available seats: 11  
Users pending approval: 0

Remove All

Name ^

Stan Dardman

Joe Dispatch

Waiting List Records: 0

Remove All

Name ^

Reset Submit Cancel

When you are certain the list in the Registration section contains those you wish to register, click on the submit button down below. TRAIN will process the registrations and if registration is successful, TRAIN will return you to a class listing screen. TRAIN has built in measures that prohibit a TRAIN administrator from registering a learner for the same class or module more than once. If the learner does not appear as a choice in the list of, it is likely because they are already registered for that particular class.

## Is My Employee Registered? (Administrators/Managers Only)

Agency administrators can also check to see if their employee is registered for a particular class. While in the manager mode, locate the user whose training you wish to review. You may search for a user by either clicking on the 'Select Another User' link in the Quick Links area on the left, or, in the upper right hand corner, click on 'Change View' link.

The screenshot displays the TRAIN LMS interface in Manager mode. At the top, there are tabs for 'Learner', 'Manager', and 'Report Manager'. A callout box points to the 'Manager' tab with the text: "Remember to click here to switch to manager mode". The main content area shows 'Training Resources Available on the Internet' with an 'UPDATED!' badge. A 'Quick Links' section on the left contains a link: "Select another user or your workgroup". A callout box points to this link with the text: "Click here or here". In the upper right corner, there is a 'Change view' link. Below the main content, there is an 'Exception Report' section. Overlaid on the bottom of the screenshot is a 'SumTotal -- Webpage Dialog' titled 'Select User'. The dialog contains a search box with a 'Go' button circled in red. Below the search box is a radio button labeled 'Workgroup of all viewable users' which is selected. A text box provides instructions: "To find a user account, enter a first or last name in the Search box and click GO. Depending upon the user identifier column configured, you may be able to also search by user number or e-mail address. For more information about searching, click the Help link located near the Search box." At the bottom of the dialog are 'OK' and 'Cancel' buttons.

No matter which option you choose a 'Select User' screen appears, allowing you to search for the user you wish to view. If you wish to view a listing of all users you are allowed to view, ensure the button to the left of 'Workgroup of all viewable users' is marked and click the 'Go' button. Once the listing appears, select the user you wish to view and click 'OK'.

A summary screen appears, listing basic information about the user. To view training details, click on the 'Learn' menu in the upper left and select 'Training Schedule'.

**TRAIN**  
Training Resource Available via Internet

Admin Train - log off  
Stan Dardman - Change view

Assess Learn Catalog Training Schedule Learning Activity Evaluations Learning Activity Reports

Home > Profile

Position: Manager: User number: dardms949 NT account: URL: E-mail: Notes: Fax: Company code:

Username: dardms949  
Primary job: MDT operator  
Primary organization: TRAIN Police Department  
Code: Internal user: Yes  
Status: Time zone: America/Chicago  
Start date: 5/18/2004  
Address: Phone 1: Phone 2: Language: English (United States)

**Organization**

Organization Name	Hierarchy Name	Primary
TRAIN Police Department	State of Wisconsin DOJ	Yes

**Job**

Job Name	Primary
MDT operator	Yes

**Catalog**

Advanced Classroom Online	eTIME MDC	Recertification Classroom Online

Training information is listed on the screen that appears. Details of current, upcoming, completed and cancelled training are available depending on what view you are in. To change the view click on the downward facing arrow for the view field, as shown above.

**TRAIN**  
Training Resource Available via Internet

Admin Train - log off  
Stan Dardman - Change view

Assess Learn Catalog Training Schedule Learning Activity Evaluations Learning Activity Reports

Home > Learn - Training Schedule

**Training Schedule**

This is a list of learning activity structures for which you are registered. To view individual learning activities, go to the current activities view.

Search: Help Go

Task: Cancel registration Go

View: Current registrations Current registrations Completed registrations Current activities Upcoming activities Completed activities Canceled activities Online activities with fixed duration Calendar view Waiting list or pending approval Express interest

Name	Code	Region	Start Date
ILT Course: Advanced Recertification			
ILT Class: Advanced Recertification - September 19, 2013, Green Bay, WI			9/19/2013

Delivery Method Legend

## Canceling Registration (Administrators/Managers Only)

With access to TRAIN's online registration functions, agency administrators have the ability to cancel a registration for department personnel. This may be necessary due to scheduling changes, employee illness, etc. From the screen, on the previous page listing the employee's training, select the class by placing a check mark in the box to the left of the class title. Then click on the 'Go' button located to the right of the 'Task' box.

Admin Train - log off  
Stan Dardman - Change view

Assess Learn

Home > Learn - Training Schedule

### Training Schedule

This is a list of learning activity structures for which you are registered. To view individual learning activities, go to the current activities view.

Search:  [Help](#)

View:

Task:

Records: 1

	Name	Code	Region	Start Date	End Date	Status
<input type="checkbox"/>	ILT Course: <a href="#">Advanced Recertification</a>					Registered
<input checked="" type="checkbox"/>	ILT Class: <a href="#">Advanced Recertification - September 19, 2013, Green Bay PD</a>			9/19/2013	9/19/2013	Registered

[Delivery Method Legend](#)

The 'Cancellation Confirmation' screen gives an option to cancel the marked class. Click on the 'Cancel Marked' button and the registration will be removed.

Admin Train - log off  
Stan Dardman - Change view

Assess Learn

Home > Cancellation Confirmation

### Cancellation Confirmation

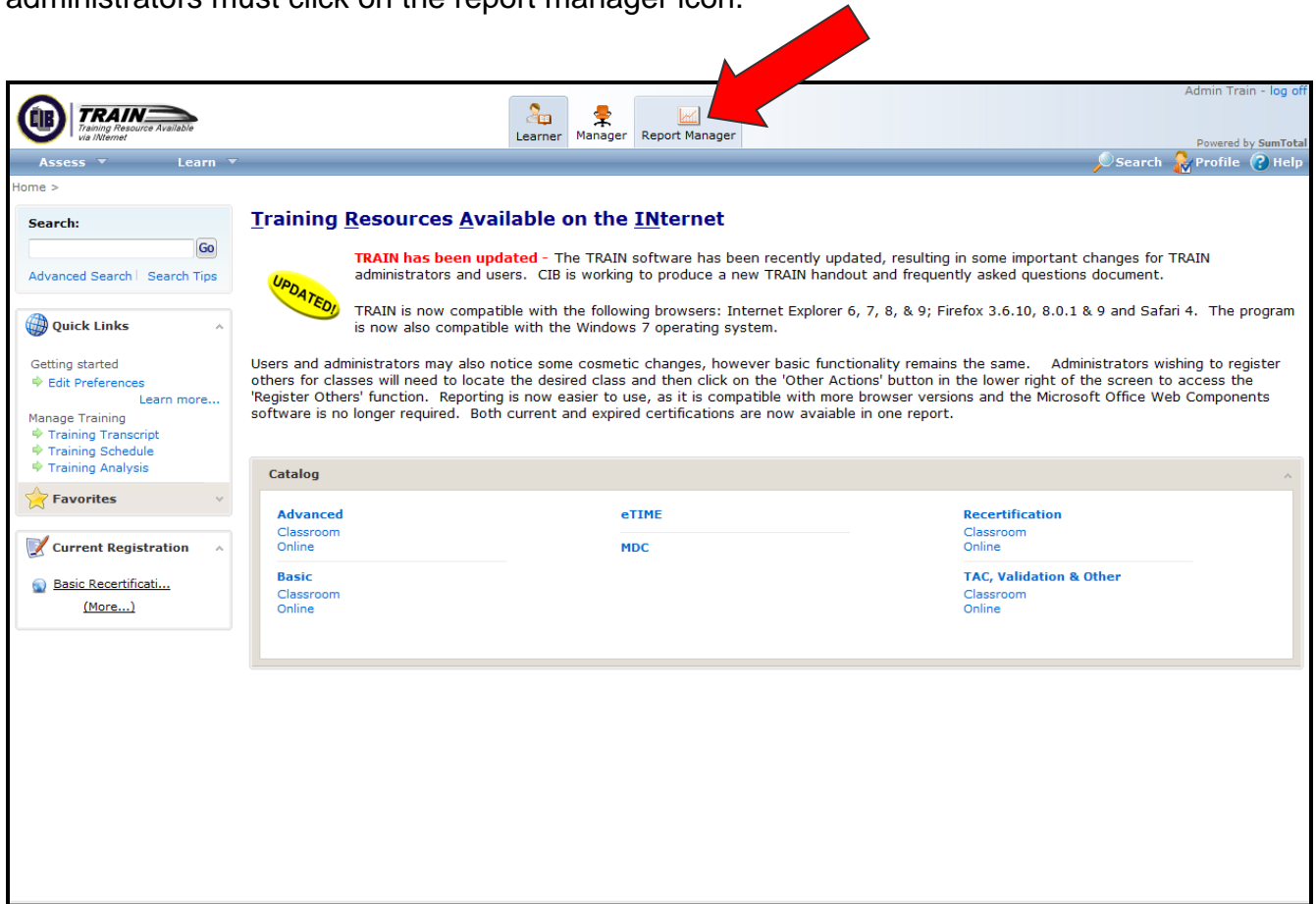
Please review the list of activities below. Some activities may be included for cancellation automatically because of the registration option requirements. You can choose to cancel your registration for only the marked activities or for all the activities on the page. Note: If you have paid a fixed price for the group of activities and do not cancel from all of them, you will still pay the fixed price. If you cancel from all the activities, you will only pay the applicable fees.

Total cancellation cost of the activities below: 0  
Total value of refunds: 0

Name	Code	Activity Date	Current Status	Actual Price	Cancellation Fee	Refund	Notes
✗ ILT Course: <a href="#">Advanced Recertification</a>			Registered	0.00 USD	0.00 USD	0.00 USD	Cancellation fee
✗ ILT Class: <a href="#">Advanced Recertification - September 19, 2013, Green Bay PD</a>		Thursday, September 19, 2013 8:30:00 AM CDT - 4:00:00 PM CDT	Registered				

## Reports (Administrators/Managers Only)

The TRAIN system allows local agency administrators the ability to access reports that provide information on the agency's TIME System trained personnel. Only agency administrators may access these reporting functions. To access these functions, administrators must click on the report manager icon.



The screenshot shows the TRAIN system interface. At the top, there is a navigation bar with icons for 'Learner', 'Manager', and 'Report Manager'. A large red arrow points to the 'Report Manager' icon. The main content area is titled 'Training Resources Available on the Internet' and contains a yellow 'UPDATED!' badge, a red announcement about software updates, and a catalog of training resources.

**TRAIN has been updated** - The TRAIN software has been recently updated, resulting in some important changes for TRAIN administrators and users. CIB is working to produce a new TRAIN handout and frequently asked questions document.

**UPDATED!** TRAIN is now compatible with the following browsers: Internet Explorer 6, 7, 8, & 9; Firefox 3.6.10, 8.0.1 & 9 and Safari 4. The program is now also compatible with the Windows 7 operating system.

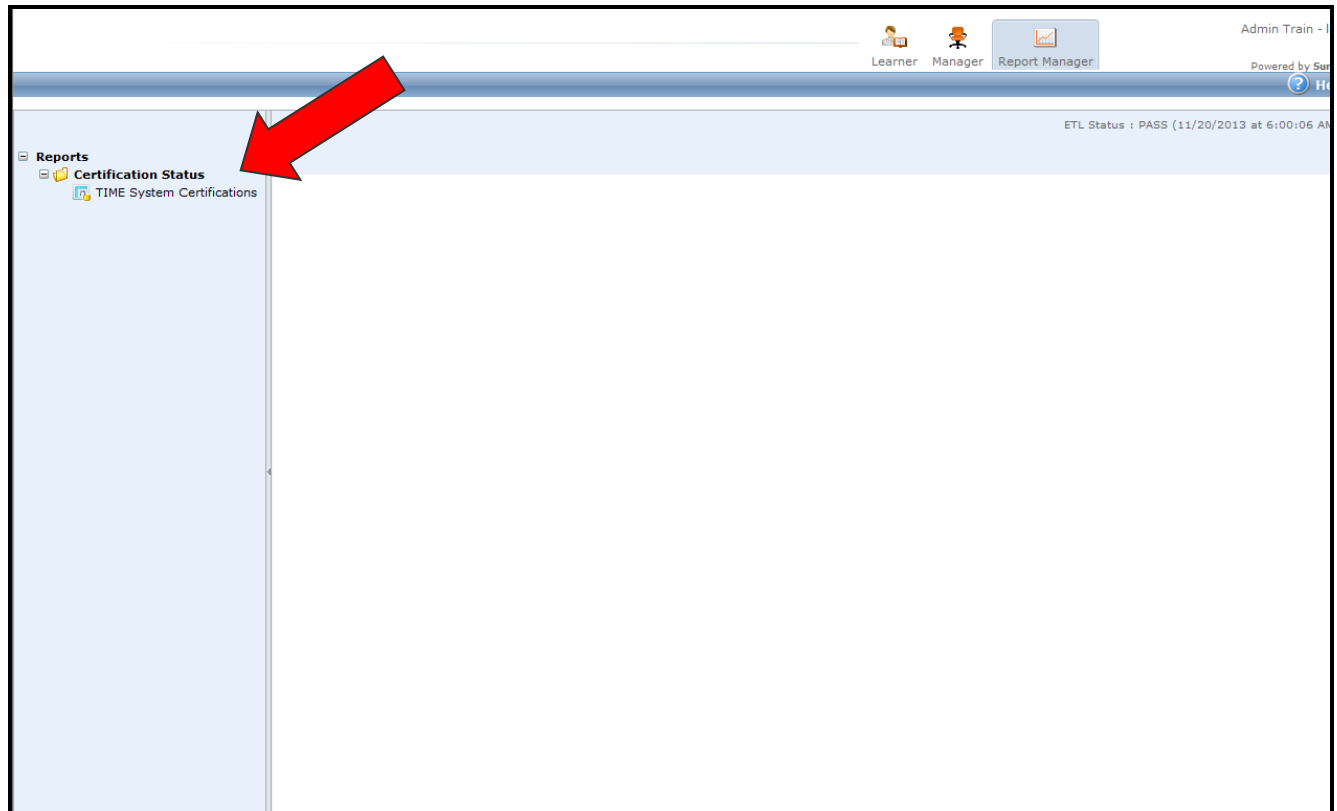
Users and administrators may also notice some cosmetic changes, however basic functionality remains the same. Administrators wishing to register others for classes will need to locate the desired class and then click on the 'Other Actions' button in the lower right of the screen to access the 'Register Others' function. Reporting is now easier to use, as it is compatible with more browser versions and the Microsoft Office Web Components software is no longer required. Both current and expired certifications are now available in one report.

**Catalog**

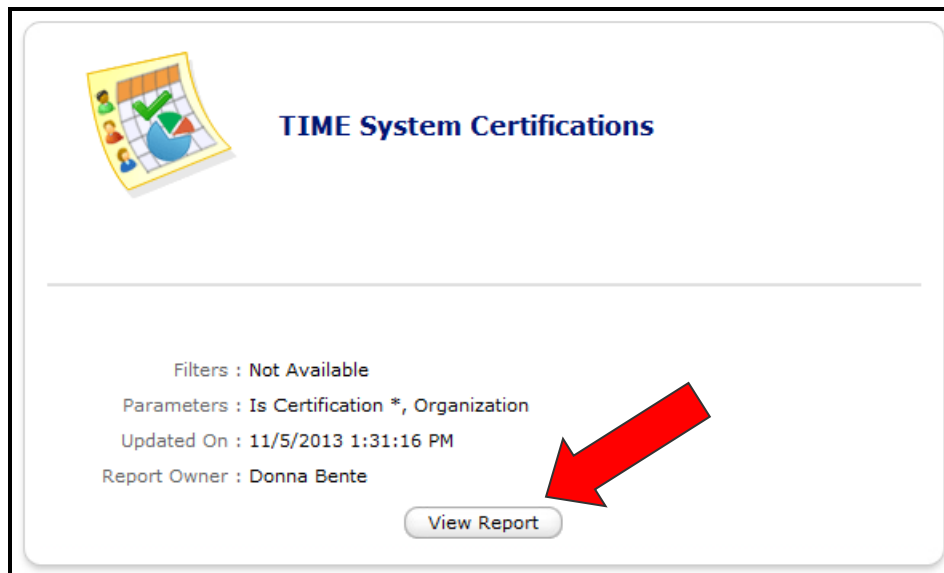
<b>Advanced</b> Classroom Online	<b>eTIME</b> MDC	<b>Recertification</b> Classroom Online
<b>Basic</b> Classroom Online		<b>TAC, Validation &amp; Other</b> Classroom Online

One of the more common requests received from agencies is a request for an agency roster. TRAIN allows agency administrators to access a listing of all department employees with TIME System certification, including information on certification level and expiration dates. The **current and expired** certifications will appear on the same report; be sure to be observant of the expiration dates.

The panel on the left of the report manager screen lists the report available to users. The report is listed in a topical folder – the Certifications Status folder. Click on the ‘+’ sign to the left of the folder to open the folder and view the “TIME System certification report.” Click on the report to open it.

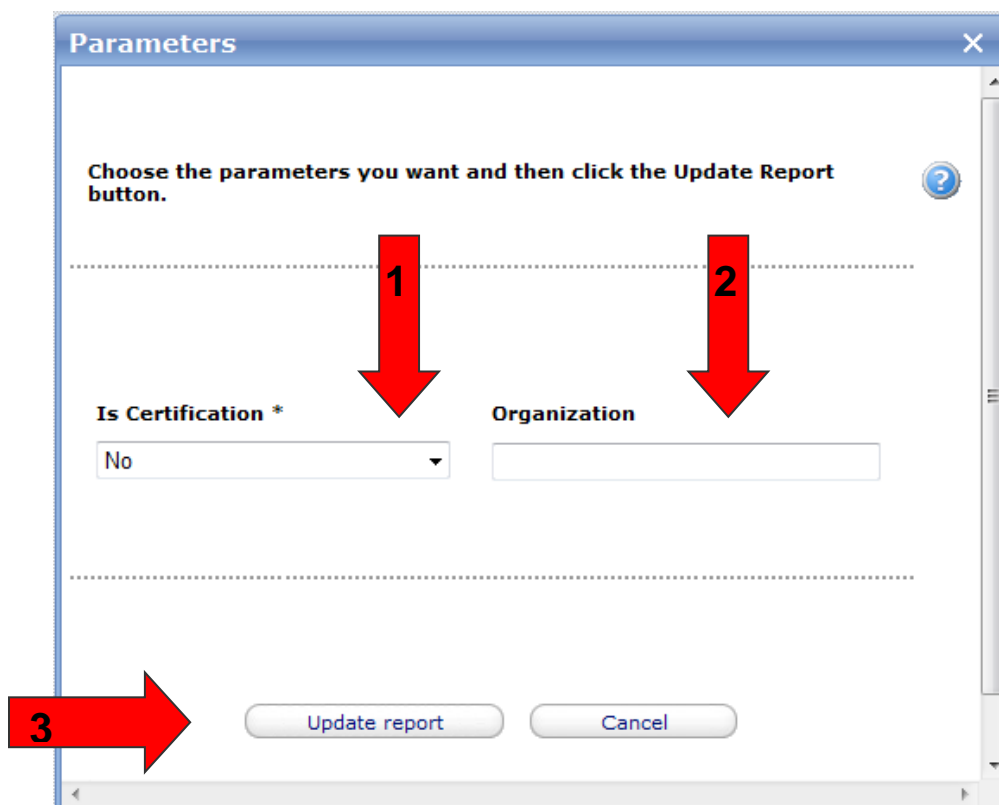


Information on the report will appear in the window on the right side of the screen. Click the “view report” icon.



A window will pop up, requesting the operator to specify two parameters for the report. The parameter for “Is Certification” should be changed to “Yes”. The agency name, such as “Madison Police,” should be entered in the “Organization” field.

Finally, click on the “Update Report” button. The report will only run if “Update Report” is clicked, simply pressing the enter key will not work.



A message indicating “Loading content please wait” should appear in the window on the right side of the screen. The number of employees in your organization may affect processing time. When processing is complete, the report will appear on the right hand half of the report manager screen.

ETL Status : PASS (11/20/2013 at 6:00:06 AM UTC)

Parameters   
 Export   
 Refresh   
 Print

### CIB ONLY TIME Certifications

Distinct Full Name	User Number	User Primary Organization	User Secondary Org1	Distinct Activity Name	MAX(Activity Expiration Date)
Certification, Test A	cert123				
		TRAIN Police Department		eTIME Operator Certification	
Dardman, Stan	dardms949				
		TRAIN Police Department		Additional NCIC & NLETS Files Certification	8/1/2013 12:00:00 AM
		TRAIN Police Department		Administrative Messages Certification	10/1/2015 12:00:00 AM
		TRAIN Police Department		Advisory Messages Certification	8/1/2013 12:00:00 AM
		TRAIN Police Department		Criminal History Query Certification	10/1/2015 12:00:00 AM
		TRAIN Police Department		Hit Confirmation Certification	10/1/2015 12:00:00 AM
		TRAIN Police Department		NCIC Property Files Certification	10/1/2015 12:00:00 AM
		TRAIN Police Department		Other Property Entry Certification	11/9/2011 12:00:00 AM
		TRAIN Police Department		Person and Vehicle Query Certification	10/1/2015 12:00:00 AM
		TRAIN Police Department		Person Entry Certification	11/9/2011 12:00:00 AM
		TRAIN Police Department		TIME Intro Certification	10/1/2015 12:00:00 AM
		TRAIN Police Department		Vehicle Entry Certification	11/9/2011 12:00:00 AM
Dispatch, Joe					

Page: 1 of 1

The report may be reviewed on the screen, or may be exported to an Excel spreadsheet or Adobe PDF and saved. To export the report information to an Excel spreadsheet, click on the Export icon on the task bar found above and to the right of the report.

Once you have completed all desired reporting activities, you will be forced to log out of TRAIN and will need to log back in before you will be able to use the learner or manager icons.